

**CONTENTS**

	<b>Page</b>
Alcohol at School Functions	17
Assessment and Reporting	7
Attendance	7
Bullying/Behaviour	19
Camping Program	8
Carisbrook Primary School	9
Children's Safety	8
Curriculum	21
Curriculum Directions	5
Discipline and Conduct Code	17
Enrolment forms/Emergency Contacts	8
Environment	21
Extra Clothing	18
General Health	16
Head Lice	16
Health & Human Relations	15
History of the School	9
Infectious Diseases	16
Library	18
Lost Books	17
Lost Property	16
Lunches - Parent Club - Special Occasions	14
Medical Administration	15
Newsletter and Notices	13
Parents' Club - Meeting Dates	6
Parents' Club	4 & 14
Parent Teacher Interviews	18
Peer Support	19
Private Property	8
Public Holidays	6
Pupil Safety	13
Pupil-Free days for School Development Programs	6
Reading - Hearing children read	18
Reading Recovery/Additional Assistance	15
School Booklist	11
School Bus	13
School Captains & House Captains	20
School Strategic Plan	5
School Council	3 & 14
School Council Meeting Dates	6
School Fete	19
School Hours	7
School Philosophy	20
School Uniforms	22
Smoking in School Buildings & Grounds	17
Staff	2
Supervision	7
Swimming Program	8
Term Dates	5
Transition Program	15
Visiting the School	17
Visitors Book	19
Welfare & Enrichment	21
Widening Horizons Activities	8

## CARISBROOK PRIMARY SCHOOL NO 1030

2 Camp Street,  
Carisbrook. 3464

Telephone (03) 5464 2353  
(03) 5464 2444  
Facsimile (03) 5464 1033  
E-Mail carisbrook.ps@edumail.vic.gov.au

### **2014**

#### PRINCIPAL

Matthew Pearce

#### UNIT LEADERS/LEADERSHIP

Debra Marshall (1/2)  
Rebecca Pearce (P/1)  
Lachlan Coutts (2/3/4)  
Ryan Oliver (5/6)

#### TEACHING STAFF

#### With their RESPONSIBILITIES

Elizabeth Phillips	-	Arts
Ruth Cachard	-	Librarian
Rebecca Pearce	-	P/1 Classroom Co-Curriculum Coordinator Numeracy Co-ordinator Student Welfare EBT HPV
Debra Marshall	-	1/2 Classroom Literacy Coordinator Co-Curriculum Coordinator
Lachlan Coutts	-	Grade 4 Classroom Physical Education EBT Innovations Literacy Coordinator
Gloria Rossi	-	Reading Recovery/ Literacy Support
Christine Longmuir	-	1/2 Classroom Integrated Curriculum EBT Innovations OH & S
Laura Clarkson	-	3/4 Classroom (Term 1) Integrated Curriculum Fete
Ryan Oliver		5/6 Classroom InformationTechnology Netbook Coordinator Numeracy Coordinator EBT HPV
Dominic Jackson	-	5/6 Classroom EBT Innovations Physical Education
Anne Davis	-	Mother Duck Program (P/1) Numeracy Support

Kate McLoughlin	-	2/3 Classroom EBT HPV
Shandelle Wood	-	P/1 Classroom EBT Innovations
Jenny Swain	-	P/1 Classroom Fete
Marissa Baker	-	Indonesian LOTE Peer Support
Maree Nalder	-	P/1 Classroom Fete
Dianne Coles	-	5/6 Classroom EBT Innovations
Amber Baker	-	Additional Assistance Leadership Support
Kristy Hanna	-	3/4 Classroom

**EDUCATION SUPPORT STAFF**

Christine Nicholls (Office)  
 Heather MacGrotty (Office)  
 Noela Evans  
 Lisa Hedger  
 Leanne Prime  
 Leah Robins  
 Kelly Jamieson  
 Sarah-Jane Humphrey  
 Tammy Perry  
 Amanda Kaye  
 Alisha Partridge

**SCHOOL COUNCIL MEMBERSHIP**

**PRESIDENT**

Rachael Raven (Parent)

**EXECUTIVE OFFICER**

Matthew Pearce (Principal)

**SECRETARY**

Christine Longmuir (Teacher)

**TREASURER**

James Prime (Parent)

Vicki Baker (Parent)

Trevor Swain (Parent)

**VICE PRESIDENT**

Sharon Klabikowski (Parent)

Linda Parry (Parent)

Natalie Wood (Parent)

Craig Tranter (Parent)

Sharon Peart (Parent)

Nicole Cain (Parent)

Debra Marshall (Teacher)

Ryan Oliver (Teacher)

Dominic Jackson (Teacher)

## PARENTS CLUB EXECUTIVE

<u>PRESIDENT</u>	Marita Elliott
<u>SECRETARY</u>	Sharon Klabikowski
<u>TREASURER</u>	Christine Nicholls
<u>UNIFORMS</u>	Maree Aitken
<u>MEAL DEALS</u>	Sharon Klabikowski

### FORWARD

This publication is designed to help parents by answering the most common questions that parents are likely to ask about the organisation of the school.

#### **Dear Parents/Guardians,**

Educating a child is a sharing process between the school and the home. The best thing that a parent can do for their child's sake, is to become involved. Make an effort to meet the teachers, school councillors and parent club members. Indicate your willingness to assist the classroom teachers, help out at working bees, fundraising efforts and school functions.

Teachers and the community are proud of the school, its curriculum and the excellent facilities that we have available.

Teachers expect all children to achieve at a high level and to work cooperatively with other children and adults.

School Council has made the school uniform compulsory in response to strong community pressure to do this and all families are expected to support this important aspect of our school.

Children attending Carisbrook Primary School have access to excellent teachers supported by playground, building and information technology equipment that should be the envy of most children in Victoria.

The programs which the children experience are of a high standard and are delivered in an exciting environment of rich learning. At Carisbrook we develop our distinctive programs to reflect the aspirations of our community, the interests of our students and the talents of our teachers. This takes place within the framework of government policy and regulations.

Carisbrook School has not always been like this and has reached this standard because of the dedication, inspiration and hard work of a lot of people over a period of many years.

Join other parents and teachers in a team effort to make this school a wonderful place for your child.

Yours sincerely

MATTHEW PEARCE  
Principal

## **CURRICULUM DIRECTIONS**

In 2004/05 the Victorian Curriculum and Assessment Authority established the Victorian Essential Learning Standards as part of the State Government's Blueprint for State Education. As a result of the professional development activities undertaken by all staff at Carisbrook, all planning is undertaken in accordance with the Victorian Essential Learning Standards (VELS).

In 2013 our school has moved to adopt The Australian Curriculum in the areas of English, Mathematics, History and Science. This is the first time in Australia's history where all children across the country (Prep – Year 10) will be taught the same standards no matter what State or Territory they are in.

In the near future, the remaining areas not currently developed for The Australian Curriculum will cross over. Some of these subjects include The Arts, Languages/LOTE, Technology etc. Until this time, these subjects will continue to be delivered using VELS as the guide, which is in-line with all other Victorian Schools.

## **SCHOOL STRATEGIC PLAN**

Each school has a strategic plan which is the schools key accountability document and is its basis for reporting to the school community. It establishes a set of public expectations of the schools performance agreed between the school community and the Department of Education.

At four yearly intervals the school carries out a self assessment of its performance in terms of the goals. An outside consultant employed by the Department of Education then works with the school in a verification process.

Our new plan was written in 2011 and we are following the new Strategic Plan for the period 2011-2014. This plan includes specific goals and priorities for the four year period, with a strong emphasis on high achievement in Literacy and Numeracy, lowered absence rates and increased safety and wellbeing.

## **TERM DATES FOR 2014**

### **YEAR 2014**

TERM 1	28 <sup>th</sup> January	-	4 <sup>th</sup> April
TERM 2	22 <sup>nd</sup> April	-	27 <sup>th</sup> June
TERM 3	14 <sup>th</sup> July	-	19 <sup>th</sup> September
TERM 4	6 <sup>th</sup> October	-	19 <sup>th</sup> December

All children commence one day later than teaching staff. All children commence school for 2014 on January 29th.

## **YEAR 2015**

TERM 1	28 <sup>th</sup> January	-	27 <sup>th</sup> March
TERM 2	13 <sup>th</sup> April	-	26 <sup>th</sup> June
TERM 3	13 <sup>th</sup> July	-	18 <sup>th</sup> September
TERM 4	5 <sup>th</sup> October	-	18 <sup>th</sup> December

## **PUBLIC HOLIDAYS – YEAR 2014**

Australia Day	-	Monday 27 <sup>th</sup> January
Labour Day	-	Monday 10 <sup>th</sup> of March
Good Friday	-	Friday 18 <sup>th</sup> April
Easter Monday	-	Monday 21 <sup>st</sup> April
Anzac Day	-	Friday 25 <sup>th</sup> of April
Queen's Birthday	-	Monday 9 <sup>th</sup> of June
Melbourne Cup Day	-	Tuesday 4 <sup>th</sup> of November
Christmas Day	-	Thursday 25 <sup>th</sup> December
Boxing Day	-	Friday 26 <sup>th</sup> December

(These dates will be confirmed in the school newsletter during the 2014 year)

## **PUPIL FREE DAYS FOR SCHOOL DEVELOPMENT PROGRAMS**

28<sup>th</sup> January – Pupil Free Day

Three extra pupil free days to be advised – decision to be made by School Council before the end of the year. Please note that Prep students do not start school until Thursday the 30<sup>th</sup> of January and also have every Wednesday off during the month of February. This is in-line with Department expectations.

## **SCHOOL COUNCIL MEETING DATES FOR 2014**

Third Tuesday of each Month (two meetings each term)

## **PARENTS CLUB MEETING DATES**

Advertised each month through Newsletter, generally the third Monday of each month.

## **SCHOOL HOURS**

School commences at 9.00 a.m.

Children should be in attendance before this, but it is not advisable for children to be at school before 8.30 a.m.

Morning Recess : 11.00 a.m. - 11.20 a.m.

Lunch : 12.20 p.m. - 1.15 p.m.

Afternoon Recess : 2.15 p.m. - 2.30 p.m.

Dismissal : 3.30 p.m.

## **SUPERVISION**

Children are supervised from 8.30a.m. in the playground and during recess and lunchtime. All children are supervised until all buses depart each afternoon.

## **ATTENDANCE**

All children are expected to attend school everyday unless there is a reasonable excuse. Written notes must be sent to explain absences or late arrival at school. Late students must sign the late book situated at the main office.

Children leaving the school during the school day **MUST** be signed out and if they return the same day be signed back into the school. This is to enable the school to account for all children in the case of an emergency.

Requests to excuse a child from class are to be referred to the Principal.

## **ASSESSMENT AND REPORTING**

The assessment and reporting of children will be based on the Victorian Curriculum and Assessment Authority's "Victorian Essential Learning Standards". VELS is a series of documents, which outlines the curriculum expectations of every child at different levels as they progress through their primary and secondary schooling. VELS also defines the standards that children are expected to meet within this curriculum.

During the year parents will receive two written reports and at least one interview regarding their child's achievement.

If a parent is ever concerned about their child's progress or development the teachers expect the parent to call at the school for a discussion. No parent should feel that they must wait for a formal invitation. Simply ring the school office to arrange a suitable time.

## **ENROLMENT FORMS/EMERGENCY CONTACTS**

There is an emergency contacts section on file for each child in the school. This enables contact with parents in case of illness or accident.

Parents are asked to advise the school without delay of any changes to their contact address/telephone number.

## **CHILDREN'S SAFETY, TRAVEL ARRANGEMENTS**

When parents find it necessary to change arrangements for the way in which their children travel home, the school should be notified in writing. Children will not be allowed to leave the school with other people, no matter how well known they are, if this is not the normal arrangement and the school has not been notified.

## **SWIMMING PROGRAM**

A swimming program involving all children from Prep to Grade Six is conducted during the year and all children are expected to be participants as the activities of this program include the teaching of water survival skills. We usually require the involvement of several parents to help with supervision and/or teaching of small groups.

## **PRIVATE PROPERTY**

Private property brought to school by students is not insured nor is the Department of Education responsible for any loss or damage.

## **WIDENING HORIZONS' ACTIVITIES**

The school program is made more exciting each year by the inclusion of the camping program, the school fete, visiting performers, excursions to places like Sovereign Hill, the Supermarket or visiting places like the Melbourne Aquarium, the Steam Train at Muckleford or the Science Museum in Melbourne. All children are expected to attend these excursions, as they are a vital part of the school's educational program.

A parent consent form for each excursion will be sent out with excursion information and must be signed and returned.

Some excursions are within walking distance of the school. As these are considered normal school work, a local excursions notice will be completed and retained by the school annually.

Children out of uniform will not participate in an excursion. The safety aspect of all children being able to be identified quickly is a prime concern for teachers.

## **CAMPING PROGRAM**

Grade 2	-	Sleep Over	4 <sup>th</sup> Term
Grade 3/4	-	Roses Gap	4 <sup>th</sup> Term (country)
Grade 5/6	-	Urban Camp	1 <sup>st</sup> Term

## **CARISBROOK PRIMARY SCHOOL**

The Carisbrook Primary School is situated in central Victoria equidistant between Ballarat and Bendigo and 7 kilometres from Maryborough on the Pyrenees Highway, approximately 150 kilometres from Melbourne.

The school's education programs operate within traditional grade structures supplemented by specialist programs in Library, Reading Recovery, Languages Other Than English (LOTE – Indonesian), Special Assistance/Education and The Arts. The school has a commitment to:

- (a) program planning and program budgeting;
- (b) active parent support in a range of school functions including classroom programs and parent participation in the school's decision making processes;
- (c) a balanced language program to promote literacy Prep - 6;
- (d) a comprehensive mathematics program, including Mental Maths.
- (e) a student welfare program with the emphasis on the student accepting responsibility for her or his own actions;
- (f) the integration of information technology into all key learning areas at all grade levels;
- (g) reading recovery;
- (h) participation in the Energy Breakthrough event.

## **HISTORY OF THE SCHOOL**

Carisbrook P.S. 1030 originally opened on July, 1st, 1855 as the Non-vested Church of England School No. 130 with an attendance of 40 - 50 students under Edwin Parnell.

A new school was erected under the super-intendancy of Mr. Creber, Clerk of Works from designs furnished by the Education Department. The completed building measured 80' x 40' and consisted of one big room and three smaller ones - all expected to accommodate 350 children.

It was considered to be a very pleasing piece of architecture, the large plentiful windows being a contrast to the majority of the vested schools erected by the old School's Board. Ventilation was considered to be very adequate and of the latest design. A 14,000 gallon tank ensured a constant water supply. The four roomed brick teacher's residence was erected at the same time.

School No. 130 closed on 30th June, 1874 and the following day the new school No. 1030 was opened. The first Head Teacher was Mr. Henry Beilby who remained until 1892 and he was assisted by Alice Beilby (first assistant), William C. Waite (second assistant) and Charlotte A. Aston and Emily Sweet (Pupil Teachers) during the first twelve months.

In its opening year the school had an average attendance of 158 pupils, although it is possible that as many as 279 children were actually enrolled.

Reports on 1914 are quite varied in content. They range from Mr. Whitmore's donation of a sewing machine and the acquisition of a photograph of the King through to the Empire Day picnic and the Inspector's comment that "the lighting and ventilation in the school left a lot to be desired."

During the early 20th Century great emphasis was placed on the agricultural subjects and many Arbor days were held to keep the school and school plantation assured of a good supply of shade and a possible money supplement. Mr. Grieve was headmaster at this time and during his stay the school joined the Horticultural Society.

Until 1971, swimming was taken at the local creek. In 1925 attempts were made to have dressing sheds erected at the creek but these plans did not eventuate.

In 1931 the School Bank had 25 depositors and several years later saw the functioning, in the School, of the Junior Red Cross. Power from the State Electricity Commission was made available in Carisbrook in 1938. There has been some disagreement on the accuracy of this date but this is the date verified by the S.E.C.

In 1940 the Committee affiliated with the "Maryborough and District State School's Committee". During the next few years the enrolment began to drop and reached as low as 54 children in 1954.

In 1946, during Mr. Mackie's term of office, the Young Farmer's Club commenced. In this same year S.E.C. power was connected to the school.

The Young Farmer's Club become quite well known for the work that it was doing in conjunction with the school and in 1949 received a visit from the Bendigo Teacher's College. Also in 1949, extensive renovations were made to the school building and a radio gramophone pick-up unit with speakers was installed by the Mother's Club.

During Mr. Ryan's stay as Head Teacher the gardens at the school were a feature of Carisbrook and in 1952 Carisbrook State School won first prize for the most improved school in the Maryborough District. Mr. Ryan was also responsible for the erection of a tennis court in 1951, constructed from funds raised by the Young Farmer's Club and the Mother's Club.

In 1953 the concrete bridge was constructed at the front of the school and in 1955 the front lawns were planted, and the original sandpit was constructed. A more modern sandpit replaced this one at the end of 1972. A ball was also held in aid of the Maryborough Hospital and 184 pounds was raised.

Septic tanks were installed in 1961-62 after some two years of discussion and disagreement over their value and cost. Electric lighting according to the Department was unsuitable in old buildings. The Department refused to pay for installation. It was decided that if the Committee wanted electric lighting they would have to pay the cost themselves at a cost of 100 pound. The lights were eventually installed in 1963. A "Back To" was also held in this year. Water from the town supply was connected to the school in 1969.

It is unfortunate that this history of the school has been taken from the eyes and notes of adults and that we have not been able to obtain written impressions from children at various stages of the school's development as this would have captured the true spirit of the School. This information has been extracted from the Carisbrook Centenary publication, dated 1874 to 1974.

## **SCHOOL BOOKLIST**

### **School Booklist - is \$70. (To be confirmed)**

The booklist ensures that the quality of all materials is the same for all children, that the items included are suitable for all grade levels and that all parents share equally in the cost of their children's education.

**A survey of parents has shown overwhelming support for the concept of an all inclusive payment for all special programs and excursions conducted during the school year. This method of payment was introduced for the 1994 school year.**

The following lists are an extract from Executive Memorandum No. 29/22 "Parent Voluntary Contributions and School Charges – amendments".

### **Table 1. Government funded or Subsidised Facilities, Materials and Services**

#### **Staff**

- Teaching staff
- Administration/support staff
- Relief teachers

#### **Teaching materials and equipment**

- eg \* computers interactive whiteboards
- \* physical education equipment
  - \* library materials
  - \* curriculum materials

#### **Special purpose programs**

- eg \* LOTE
- \* Reading Recovery
  - \* teacher professional development
  - \* *Early Years* Literacy Program
  - \* Victorian Youth Development Program

#### **Student Support**

- eg \* student services (eg counselling)
- \* disabilities and impairment support
  - \* Education Maintenance Allowance
  - \* English as a Second Language (ESL) support
  - \* translating and interpreting service

#### **Information Technology**

- eg \* access to the Ultranet
- \* state-wide licensing of software

#### **Facilities**

- school site
- scheduled buildings
- major building upgrades

#### **Furniture and Equipment**

- eg \* desks, chairs, tables for students and staff
- \* photocopying machines
  - \* administrative computers

### **Maintenance**

- buildings maintenance
- grounds maintenance

### **School Security**

eg \* intruder detection systems

### **School Operational Costs**

eg \* office, administration materials and telecommunications  
\* utilities (eg. gas, electricity, water, rubbish removal)  
\* cleaning

### **Student Transport**

eg \* conveyance allowance or bus travel for eligible students  
\* student fare concession subsidies

NOTE: Schools are able to use locally raised funds to augment the items in this table.

Table 2. Parent Funded Materials and Services

#### Part A

**Parents are expected to provide or pay the school to provide the following materials/services.**

- School uniform
- Student textbooks including hire or access to class sets of textbooks and print/resource material in lieu of textbooks
- Student requisites/stationery
- Material for programs/electives, where:
  - ◆ The student consumes or takes possession of the finished articles
  - ◆ The payment sought is the difference between the basic materials/service and high cost alternatives
- Student computer printing above basic requirements
- Programs provided by outside specialists (eg visiting artists/speakers)
- Official diary/handbook/work planner
- Camps/excursions which are integral to the curriculum and that all students are expected to attend
- School identification cards

#### Part B

**Schools may offer a range of optional materials/services for which parents are expected to pay if they wish their children to receive them. Common examples of optional services are as follows:**

- Graduation dinners or presentation/debutante balls
- Before and after school/holiday child care
- School magazine
- Class/individual photographs
- Religious instruction materials
- Student accident insurance

- Canteen services
- Schools concerts, performances and productions
- Internet access for recreational or non-school use
- Hire/lease fees, including:
  - ◆ Music instruments
  - ◆ Notebook computers
- Extra curricular programs  
eg. private instrumental music tuition

### **Table 3. Voluntary Contributions**

**Schools Councils may request parents to pay a voluntary contribution for any item or purpose. Common examples of voluntary contributions are as follows:**

- Building fund
- Library fund
- Co-operatives
- Equipment purchases
- Grounds beautification
- Computers

**School Excursion / Performances List            \$80.00 (to be confirmed)**  
(Does not include camping or swimming program)

**TOTAL FEES            =            \*\$150.00 per Child per Annum – (to be confirmed start 2014)**

#### **SCHOOL BUS**

A bus is provided to pick up children from outlying areas. Further details are available from the school.

#### **PUPIL SAFETY**

It is recommended strongly that children do not leave for school until around 8.30 a.m., when the School Crossing Supervisor is on duty and there are teachers at the school.

Our policy is to request that children under the age of 9 be accompanied by an adult if riding a bicycle to school, and that they wear an approved safety helmet.

Current legislation requires all cyclists to wear an approved safety helmet.

#### **SCHOOL NEWSLETTERS AND NOTICES**

Every effort is made to send all notices home with children on one day of the week. Friday has been the most convenient day for this.

Anything to be included in the newsletter should be into reception by 9.00 a.m. Friday.

## **LUNCHES**

Each Friday the Parent's Club provide a Meal Deal Day.

Orders need to be written on an envelope and correct money is included in the envelope. Orders should be placed in the mesh pencil case in each classroom. These will be collected and given to the children to collect their lunch from the Meal Deal area after 12.20 p.m. Children are not permitted to leave the school grounds at any time to purchase food from the shop.

## **SPECIAL OCCASIONS**

Parents' Club provides special lunches such as barbecues and icy pole days when the need arises. Parents are notified of these days in advance, through the newsletter.

## **SCHOOL COUNCIL**

This body has considerable input into the development of the school's resources, and is composed of:-

Six people who are not employed by the Department of Education. (Parents and Guardians of children attending the school).

Five people who are employed by the Department of Education. (School Staff members).

Four people who have been co-opted to help with special projects or programs or because of particular expertise.

Meetings are held on the third Tuesday of each month (two a term). Annual elections are held in March. All parents of children enrolled at the school are eligible voters.

## **PARENTS' CLUB**

When you enrol a child at Carisbrook Primary School, you automatically become a member of the Parents' Club. Membership fee is \$1.00 per family.

The club is involved in fund raising and catering activities. The club provides lunches as detailed elsewhere in this book. Other ways in which the Parents Club assist the school include:-

- Supply of windcheaters and Polo shirts with the school logo and track pants and hats to students at cost price
- Organising special days during the school year
- Providing "feedback" to the Principal and School Council regarding the general organisation of the school
- Individual members also become involved in activities within classrooms, on excursions and sports days
- A great amount of important equipment is provided by the efforts of this club. This enables the school to function better and provide YOUR CHILD with a higher quality of education.

Please feel free to come to our meetings. You will be made most welcome.

## **MEDICAL ADMINISTRATION**

Many children attending school need medication to control illnesses such as asthma and epilepsy. It is a school policy that only prescribed medication will be administered by the teaching or administration staff.

Medication should be clearly and correctly labelled and handed into the office. It should not be given to children to keep in their bags. Parents should send a note to explain when to administer and the specific dosage required.

## **HEALTH AND HUMAN RELATIONS**

One component of the Human Relations course is at present covered by a private contractor, and is delivered by the use of a series of videos, books etc. which are shown to the Grade 5 and 6 students. These videos are designed to introduce puberty to the children in a normal and mixed class situation and to compliment the knowledge previously passed on to the children by their parents.

The DVD's/videos cover the natural physical and emotional changes which may occur during the normal pubescent development.

Following the DVD's/videos, there is ample time allowed for a discussion and questions are encouraged.

An opportunity for the parents to view the DVD's/videos can be arranged each year, prior to them being shown to the children.

The school has a comprehensive Drug Education Policy from P→6 implemented through the school's Integrated Curriculum.

## **TRANSITION PROGRAM**

All children in Grade 6 spend two days at the Secondary Colleges during grade 6 year. These are normal working days for these schools so the children participate in a normal timetabled secondary program. This allows the children to overcome any fears they have about secondary school, get used to following a time-table and moving around various classrooms and finally it helps many children with the decision about which secondary school is best suited to their needs.

The transition program at the Highview College is different as all the grade 6 children visit on the one day and it is not a normal working day for the Highview pupils. However, the children are still able to see quite clearly what the College has to offer.

Kindergarten children are given the opportunity to visit the school with parents for an hour and then those who will be attending Carisbrook will be invited to participate in a Transition Program during term 4.

## **READING RECOVERY/ADDITIONAL ASSISTANCE**

Reading Recovery is an early intervention program which gives children who are not yet underway with reading and writing, a second chance. Children must be in their second year of school to enter the program. Each child has daily 30 minute lessons for 16 to 20 weeks with a

specially trained teacher. The aim is to foster positive strategies in both reading and writing so that children can continue to improve. Further information can be obtained from Gloria Rossi.

An Additional Assistance program is also offered throughout the school for children in grades 2 – 6 experiencing difficulty in the Literacy and Numeracy areas. Children involved in this program work with a trained teacher to improve their skills in these areas.

### **LOST PROPERTY**

Please name all articles of clothing, especially jumpers, windcheaters, coats etc. These are often removed during recesses and lunchtimes and become "forgotten items". At the end of each term we usually have a large amount of unclaimed clothing. If owners cannot be found the clothing is given to a charitable organisation.

### **GENERAL HEALTH**

- If your child has any complaint that you feel the school should know of, then it is wise to notify the school as soon as possible.
- Early notification of partial deafness, poor eye sight, nervous disorders, bladder or bowel disorder etc. is a great help to teachers and may save your child from being embarrassed.
- If your child takes ill at school, the school will notify you and request that you take your child home.
- School is a place for healthy children. If your child is not well, please keep them home until they are well enough to take part in the program.
- In the event of absence, a note must always be sent to the grade teacher so that the reason may be recorded in accordance with regulations governing attendance.

### **INFECTIOUS DISEASES** - Treatment and/or Exclusion of patients.

**CHICKEN POX**      Until fully recovered. N.B. Some remaining scabs are not an indication for continued exclusion.

**IMPETIGO** (School Sores).

Until sores have fully healed, unless the appropriate treatment has commenced and exposed sores are completely covered with occlusive dressings.

**MUMPS**              Until fully recovered.

**MEASLES**            For at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.

N.B. Contacts are to be excluded for 13 days after last contact unless medical documentation of prior infection or immunisation is provided.

**PEDICULOSIS**      (Head Lice)  
When head lice are detected the following steps must be taken:-  
1.      The School must be notified immediately  
2.      The necessary lotion is obtained

3. Appropriate treatment is given, and all eggs and live lice are removed.

**WHOOPING  
COUGH**

For 4 weeks or until a medical certificate of recovery is produced.

**RINGWORM**

Until appropriate treatment has commenced, supported when requested by a medical certificate.

**RUBELLA**

(German Measles) Until fully recovered and at least 4 days from the onset of the rash.

**SCABIES**

As Ringworm and Pediculosis.

**USE OF ALCOHOL AT SCHOOL FUNCTIONS**

The consumption of alcohol at school functions which involve children on school premises is not allowed.

**SMOKING IN SCHOOL BUILDINGS AND GROUNDS**

All Department of Education buildings, including schools, are declared "Smoke-free" environments. This ruling also applies to the playground area of the school.

**DISCIPLINE AND CONDUCT CODE**

The school has printed a Student Code of Conduct. This publication will be issued to all parents of children who enrol at the school.

Parents are expected to read this thoroughly with their children.

**VISITING THE SCHOOL**

Parents are most welcome to visit the school. To avoid disruption to classes it would be appreciated if an appointment could be made. Where it is difficult for a parent to visit the school in normal hours the principal will arrange an appointment at a suitable time.

All visitors to the school need to sign in and sign out at the office when staying beyond normal pick ups and drop offs.

**LOST LIBRARY BOOKS**

If a child loses a book, please inform the teacher. We encourage the children to develop their own responsibility with the care of their library books.

It is our policy to ask for a contribution towards the cost of replacing a lost book. Alternatively the child may donate one of his/her own choice.

## **PARENT / TEACHER INTERVIEWS**

During the year the school organises Parent / Teacher Interviews. This gives both parents and teachers an opportunity to discuss various matters concerning the children and leads to better home/school relations.

A parent or teacher can request a parent/teacher interview throughout the year and a mutually convenient time will be negotiated.

You will be given ample notice before each interview.

## **EXTRA CLOTHES**

An Art Smock is required for the art program. These will be kept at school in the classrooms.

Physical Education is held in the Leisure Centre. All children require a pair of non-marking sneakers to participate in the program. These should be clearly named.

It is recommended that girls wear sports briefs when wearing school dresses.

## **LIBRARY**

Each child must have a library bag to put books in to keep them clean. All children are able to borrow up to three books/videos at a time. All children are allowed to keep the books/videos for 2 weeks. If necessary they may have the book/video re-stamped for extra time.

## **HEARING CHILDREN READ**

When you hear children read to you:-

1. Give them your close attention and show interest in the story.
2. Be enthusiastic about EVERY attempt to make sense of print. Sometimes what they read will be different from the printed text. This is acceptable if the basic meaning is not changed.
3. Be patient while children are trying to work out the text. Curb your natural impulse to come to their assistance. This is valuable learning time as they try out the strategies they have developed for unlocking the text.
4. Remind children of strategies they can use eg.

Start again and read the whole sentence

Use the initial letter as a cue

Use the pictures as a cue

Does it make sense?

What would make sense?

When children lose meaning ask them a question that will focus on the meaning eg. "Is that what he would really do?"

Ask children to sometimes retell the story. This will tell you how much they have understood.

It is not necessary for children to read every book to you. They may read to another child, their teddy or quietly to themselves, and afterwards tell you about the story, or they may read their favourite part to you.

Whenever children self-correct to regain meaning, praise them eg. "Good. Now it makes sense".

Above all, reading at home should be a relaxed and positive experience.

Home Reading is a vital part of the total school reading program.

It is also very important for you to read stories to your children.

### **SCHOOL FETE**

In 2014, the annual school fete will be held in May from 11.00 a.m. and going through to 2.00 p.m. This is in response to the Parent Club suggestion to allow working parents the opportunity to come along in their lunch hour. For 2014 the exact date for the fete is still to be determined.

### **VISITOR'S BOOK**

Visitors to our school, including parents who are helping with classroom programs are asked to sign the visitor's book each day. This is not only a record of visitors to our school but also a way of formally recording parents who help out in a voluntary capacity at the school. If a parent was injured whilst on duty as a volunteer this system will identify that they were working at the school and strengthen their claim for Insurance.

### **SIGN IN/SIGN OUT BOOK**

If your child arrives at school late, they must sign the SIGN IN/OUT book in the office. If your child leaves the school before 3.30 p.m. you must also sign them out in the same book.

### **PEER SUPPORT**

This program involves the training of senior children in leadership skills to empower them to take an active role with middle grade children by setting high levels of personal behaviour and helping them to resolve conflicts in the playground.

The senior children are given intensive training and they are then involved in planning and implementing an extensive program for the younger children.

### **BULLYING/BEHAVIOUR**

The school has a very effective discipline policy in place and this policy is backed up by the Student Welfare program which supports children in many ways to improve children's self esteem through academic programs such as Reading Recovery and Making a Difference.

Other programs such as Peer Support, the Buddy program, Student Leaders Training, time with the School Support Officer and Learn4Life are designed to give children a feeling of "belonging" of the extended family of the school.

The school staff and principal are confident that all of these programs are important factors in setting the standards of behaviour that the school is renowned for.

School support workers including Psychologists and Social Workers are also used to support individuals, small groups or whole grades in behaviour modification.

The school principal is also very proactive in dealing with cases of aggressive or unacceptable behaviour. The school works closely with parents in all cases which involve serious breaches of the schools Student Code of Conduct.

Programs run by a visiting instructor with our senior students result in very positive reports concerning the children's perception of bullying throughout the school via the 'Learning 4 Life Program'.

This report is consistent with the belief that the principal and staff have held for some time, that bullying is not a major issue at this school at this point in time.

## **SCHOOL AND HOUSE CAPTAINS**

The school has three houses named after district gold mines. Phoenix, Napier and Goldbrook. All children are assigned to a house upon entry to the school.

School and House Captains are elected in term one of each year.

## **SCHOOL PHILOSOPHY**

### **Ethos**

Carisbrook School values its supportive and friendly atmosphere whilst encouraging open communication and participation between all groups of adults and children. We enjoy local support from a substantial cross section of parents who are involved in financial management, fundraising, curriculum planning, classroom program implementation, building and grounds maintenance and social interaction.

Pride in achievement, unconditional respect for other people, independent research and study skills, self confidence, critical thinking skills, friendliness, co-operative work habits and self discipline are the ideals which this school is striving to make accessible to all of its students through the programs that we conduct and the modelling that we provide as teachers and parents.

Teaching staff work co-operatively in a supportive team atmosphere using a variety of teaching, learning and planning techniques. This allows teachers with special interest or qualifications to share their talents with other staff members.

The school is committed to collaborative decision making, whole school planning and a systematic approach to evaluation and professional development.

There is a mountain of evidence to show that children perform much better through their school life if their parents are actively involved and show interest in their schooling.

## **WELFARE AND ENRICHMENT**

To actively support these curriculum areas the following enrichment and welfare programs are provided: swimming, school camps, religious instruction, school captains, house captains, house system, excursions, incursions, sleep-over's, Lightning premierships, Special Education (including Gifted Education), Peer Support, Virtues Program, Buddies, Learning for Life, special whole school days (including Book parades etc), visiting entertainers and performers.

## **ENVIRONMENT**

A well developed sports area consist of: an oval, cricket nets, hard-court and other asphalt areas marked for a variety of sports and games. Other outdoor areas include two adventure playgrounds with shade structures, pipe gardens, two shelter sheds and a general assembly area. In 2005/6 a water bore was installed to water all grassed areas.

The Tullaroop Leisure Centre which forms the natural rear boundary of the school property is utilised on a daily basis for instruction in Physical Education and The Arts. Its large indoor court area and the comfortable multi-purpose room, ensure an all year round venue for these curriculum areas. The Tullaroop Wing is utilised for a variety of activities and at times for a central assembly. The teacher's residence is a handy venue for art classes, fundraising activities and storage of equipment.

In 2007 a new classroom was built. This was added to the McCullum wing to accommodate our growth in enrolment. The new building has been partly funded by the Federal Government (\$150,000) as part of our submission to the "Investing in our Schools Programs". Our school contributed \$100,000 to ensuring the successful completion of this project. To accommodate the growth in enrolments, two mod –five portable classrooms have been placed on site.

## **CURRICULUM**

Comprehensive curriculum is offered in the Key Learning areas of English, with a strong emphasis on literacy in the Early Years which is supported by Reading Recovery and Additional Assistance, Mathematics, Physical Education, The Arts, LOTE (Indonesian) and Integrated Curriculum which incorporates Health, Science, Technology, SOSE (Study of Society and Environment).

Learning Technologies form an integral part of the curriculum with all students having access to computers on a regular basis. Each classroom has an Interactive White Board. Recently the school also upgraded furniture in the computer area with correct desk height and comfortable seating.

The classrooms are supported by a library that includes a computerised borrowing system and a wide range of catalogued resources, including big books, charts, videos etc. In addition to this there is also a central storage area for mathematics resources and Integrated Curriculum tubs containing thousands of high quality teaching resources related to different topics.

## **CARISBROOK PRIMARY COMPULSORY SCHOOL UNIFORM**

The following is the uniform that has been endorsed by the Parent Club and School Council for our students.

### **GIRLS**

#### **Summer**

- Red/White check dress  
(To avoid embarrassment, girls can wear plain black or navy briefs or short bike pants of the same colour as long as they are not visible below the hemline)
- Black knee-length unisex shorts
- Red Polo Shirt with logo

#### **Winter**

- Black tracksuit pants with red stripe recommended or
- Black tracksuit pants
- Red Polo Shirt with logo or red or white skivvy
- Red windcheater with school Logo
- Red/Black spray jacket with school embroidery
- Plain black fleecy Vest

### **BOYS**

#### **Summer**

- Black knee-length unisex shorts
- Red polo shirt

#### **Winter**

- Black tracksuit pants with red stripe recommended or
- Black tracksuit pants
- Red polo shirt with logo or red or white skivvy
- Red windcheater with school Logo
- Red/Black spray jacket with school embroidery
- Plain black fleecy Vest

#### **Please Note**

Any mix of the Summer/Winter components of the uniform is acceptable for either boys or girls. Beanies can only be worn with a long sleeve item of clothing i.e. windcheater, during terms 2 and 3.

### **ADDITIONAL**

- Red, black or white socks
- Hats are compulsory in terms 1 and 4, but encouraged through the year. Children without a hat during terms 1 and 4, will be required to play during recess/lunchtime under covered areas and will be unable to participate in sporting activities. Only the school approved wide, stiff brimmed hat in red or black is permitted. No caps or floppy brimmed hats allowed.
- Dark shoes or runners  
Note: runners to have non marking soles for the indoor recreation centre otherwise they cannot be worn on this surface.

## **AVAILABILITY**

Red /White checked summer dress - available from retail outlets

Black knee length unisex shorts - available from school or other retail outlets

Red polo shirt short or long sleeve with logo – available from School

Red school windcheater with logo - available from school.

Black tracksuit pants with red stripe or Plain black trackpants  
.- available from school

Showerproof Jackets – Expression of interest determines supply (Min. 25 order).

Red or Black wide brimmed Slouch Hat – available from school.

Black Vest – available from the school or other retail outlets

Black Beanies with School Logo – available from the school

**NB - prices for any of the above items can be obtained by contacting the school's general office**